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1. REFERENCES:

AR 190-11, Physical Security of Arms, Ammunition and Explosives, dated 12 Sep 98  
AR 190-51, Security of Unclassified Army Property , dated 30 Sep 93  
AR 190-13, The Army Physical Security Program, dated 30 Sep 93  
FH Reg 190-3, Administration and Management of Physical Security, dated 1 Sep 02

2. PURPOSE: To establish responsibilities and procedures for the Arms Room.

3. RESPONSIBILITIES:

a. Commanders. Commanders are ultimately responsible for the physical security and accountability of his or her unit's (AA&E) facilities. To accomplish this, the unit commander will:

- (1) Appoint an Arms Room Officer in writing.
- (2) Appoint a Unit Physical Security Officer in writing.
- (3) Appoint a Unit Seal Custodian in writing.
- (4) Appoint a Unit Armorer and Assistant Armorer in writing.
- (5) Interview all personnel prior to granting them unaccompanied access to the arms room.
- (6) Ensure that all personnel with unaccompanied access have an original local records check (DA Form 7281) on file in the arms room.
- (7) Sign all unit personnel weapons cards (DA form 3749) and have a sample weapons card posted in the arms room.
- (8) When appropriate, sign a memorandum of approval for the removal of privately owned weapons (POW) from the arms room.
- (9) Sign a memorandum authorizing storage of items other than AA&E in the arms room.
- (10) Ensure that all personnel on the arms room unaccompanied access roster have attended the Fires Brigade's Armorer and Key Control Classes, passed the Certification Test and received their Fires Brigade Certificate prior to being placed on orders in any of the following duty positions: Armorer/Assistant Armorer, Arms Room Key Custodian/Alternate Arms Room Key Custodian, and Arms Room Officer.

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b. Unit Arms Room Officer will:

(1) Ensure that the Key Control Officer (KCO) appoints the armorer on orders as Arms Room Key Custodian.

(2) Ensure that all other personnel on the unaccompanied access roster are appointed on orders as Alternate Arms Room Key Custodians by the KCO.

(3) Train and supervise arms room personnel.

(4) Periodically inspect the arms room to ensure that procedures are IAW applicable regulations.

(5) Coordinate for an inspection of the arms room by the servicing S2 at least quarterly.

(6) Ensure that all personnel have undergone a local files check using DA Form 7281-R (see S2/Security Manager for assistance), and that commander has signed the form prior to personnel being granted unaccompanied access. Originals must be maintained in the arms room.

(7) Ensure that an access roster is prepared and signed by the commander for all personnel granted unaccompanied access to the arms room. Update this roster quarterly or as changes occur. Copies will be provided to Fires Brigade/BN S2.

(8) The Arms Room officer will verify arms turned in for maintenance on DA Form 2407/DA Form 5504. This will be accomplished by physically viewing the weapon within 72 hours after it has been turned in to a maintenance facility.

(9) Ensure that all personnel on the arms room unaccompanied access roster have attended the Fires Brigade's Armorer and Key Control Classes, passed the Certification Test and received their Fires Brigade Certificate prior to being placed on orders (see page B-1, para 2, a, [10]).

(10) Ensure the SSG or above conducting the monthly inventory has compared the inventory with the commander/unit's property book records that are maintained in the unit supply room. Report any discrepancies to the commander in order for immediate action to be taken to resolve the discrepancies.

c. Unit armorer/alternates will comply with all regulatory requirements and this SOP for the security, accountability, and maintenance of all weapons, keys/locks, and sensitive items stored in the arms room.

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d. Individual soldiers will become familiar with their responsibilities while in possession of weapons as outlined on FH Form 1662 (individual responsibility statement), to include NVD's.

4. ADMINISTRATION:

a. Work order requests submitted to the Facilities Engineers must be routed through the III Corps Physical Security Office for endorsement. All approved work orders must be checked monthly for status, and a written note attached to the requester's copy stating the results of this check.

b. Any waivers issued to a unit's arms room are valid for a maximum period of one year. The unit must review and update existing waivers, if any, in a timely manner to ensure that the waiver does not expire.

5. ACCESS:

a. An unaccompanied access roster will be prepared and signed by the commander. This roster will include the name, rank, and duty position of all personnel authorized unaccompanied access to the arms room. Access rosters are good for 90 days unless changes occur.

b. Authority for Access: Unaccompanied access to arms room is authorized for up to seven personnel: Commander, XO, 1SG, Arms Room Officer and Alternate, Unit Armorer and Assistant Armorer. These individual's names will be posted on the unaccompanied access roster. A letter, listing DEH maintenance personnel and physical security inspectors who require accompanied access, will be posted in the Arms Room. Units can verify the identity and/or status of personnel who require access to the Arms Room by calling the III Corps Physical Security Office at 287-3535. Unit commanders may authorize personnel with a need to enter the Arms Room with accompanied access. These personnel will be accompanied AT ALL TIMES by someone on the Unaccompanied Access Roster.

c. Access to the arms room must be strictly controlled. Weapons and equipment issue will be conducted using the issue window. The entrance door will be locked/secured in such a manner that access cannot be gained while the weapons racks are not secured.

d. Access by maintenance personnel will be controlled by using the access roster prepared by PMO. Verification will be made using this roster and the picture ID card issued by the CPO office. Further information may be obtained from the PMO/PSB at 287-7211 or the alarm monitor station at 287-5861.

6. INVENTORIES:

a. Daily:

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(1) Opening inventories will be conducted immediately upon opening of an arms room and recorded on a DA Form 2062 marked “FOR INVENTORY PURPOSES ONLY” at the top. The word OPENING” will also be placed on the form to make identification easier. This physical count inventory will include the arms room keys. **NOTE:** ITEMS WILL BE COUNTED BY VERIFYING THE ITEM ITSELF AND NOT BY THE STORAGE CONTAINER /CARRYING CASE THE ITEM IS SECURED/STORED IN.

(2) Closing inventories will be conducted just prior to the arms room being locked for the day by a responsible SSG or above not affiliated with the arms room. This inventory will be recorded on a DA Form 2062 marked “FOR INVENTORY PURPOSES ONLY” at the top. The word “CLOSING” will also be placed on the form to make identification easier.

(3) Items that are signed out of the arms room will not be counted on open/closing inventories (only count what is actually in the arms room at that time the inventory is being conducted).

(4) Opening/Closing inventories will be retained until the next 100% monthly serial number inventory.

(5) A closing inventory must be conducted after the monthly serial number inventory, and before the arms room is closed for the day (monthly inventory do not count for closing inventory), and retained until the next monthly inventory is conducted.

b. Monthly:

(1) A monthly serial number inventory of the AA&E storage facility will be conducted by a SSG or above not on the unaccompanied access roster. The monthly inventory must be conducted within 7 days of the last serial number inventory (See paragraph 12 for extended deployments.). The officer or NCO conducting this inventory cannot conduct two consecutive like inventories. FH Form 190-X47 and a memorandum cover sheet will be used to record this inventory. There will be no blank entry lines. A computer generated FH form 550-3E is recommended because changes to the form and correction to data (i.e. remove or adding equipment or changing serial numbers) can be made quickly without retyping the whole document. If a computer generated FH form 550-3E is used it must contains the following:

(a) Location of the item if not physically present (i.e. on hand, issued, and maintenance column).

(b) Supporting documentation for items that have been issued or are in maintenance (i.e. remark column).

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(c) The computer printout is signed and dated by the individual who conducted the inventory.

(d) Each page is numbered page of\_ sequentially, and no pages have blank entries.

(e) Each page is initialed by the individual who conducted the inventory.

(f) Each page contains unit designation.

(g) Each page is dated with the date the inventory was conducted

(h) Each page contains the form designation FH 550-3E on it.

(2) These monthly inventories will be maintained in the arms room in an organized manner.

(3) The SSG or above who conducts the monthly inventory will compare the inventory with the commander/unit's property book records (see page B-2, para 2,b (10)).

(4) Items stored inside sealed containers (i.e. bayonets) will be inventoried annually during the last quarter of the calendar year, but must be included on the opening/closing/monthly inventories IAW FH Reg 190-3. The inventory sheet will list the container description, (i.e. footlocker containing \_\_\_\_M-9 bayonets.) and the serial number of the seal. The seal container must have a memorandum for record attached to it stating what is in the sealed container, and the seal serial number. The memorandum for record must have at least two signature blocks. The first signature block will be that of the armorer who conducted the inventory of the container. The second signature block will be that of the SSG or above that witnessed the armorer inventorying the container.

(5) Return from the field: All AA&E and sensitive items will be inventoried by serial number as soon as possible upon return to garrison. This inventory will be completed prior to the release of personnel. The inventory will be recorded on FH Form 190-X47 with a memorandum cover sheet and will be retained in the arms until the next monthly serial number inventory.

(6) Retention of Inventories with Discrepancies: Records of inventories that reflect discrepancies will be maintained for four years.

(7) All inventories will be done in ink.

## 6. ISSUE PROCEDURES:

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- a. A DA Form 3749 will be issued to all personnel for individual weapons.
- b. A DA Form 3749 will be issued to each member of an assigned crew served weapon.
- c. A log will be maintained of all DA Form 3749's issued, to include POW's.
- d. A log book/Master Allocation List, (MAL) will be prepared and maintained, containing weapon serial number, card/rack number, weapon type, name, rank, SSN or person assigned to, and date issued.
- e. For sensitive items, hand receipt (DA form 2062) procedures will be used if individuals do not have a DA Form 3749 for that particular piece of equipment.
- f. All items will be logged in and out of the arms room on FH Form 550 at the time of issue and return. (Exception: Weapons may be issued for less than 24 hours using DA Form 3749 only.)
- g. In addition to item e above, all NVDs will be signed out under dual documentation using DA Form 3749 or DA Form 2062, and FH form 550. (NVDs will be considered as a weapon for security measures, issued one per soldier per type of NVD.)
- h. Every soldier is responsible for any item he is issued from the arms room. Personnel will not be issued individual weapons assigned to another service member with the exception of cleaning details. (Example: Commander's driver will not draw the Commander's weapon for him.)
- i. Each weapon issued for training, operations, or any other reason will be carried on the person at all times. Weapons will not be entrusted to the custody of any other person except those responsible for the security of operational weapons. During emergencies, a soldier will sign his/her weapon over to a Non-Commissioned Officer in that soldier's immediate Chain of Command (E-6 or above). These persons will comply with issue and turn-in procedures.
- j. All pistols issued to individuals will be secured by an issued or fabricated lanyard.
- k. All NVDs designed for personal use, (i.e. ANPVS 7b) will be secured to the LBE by use of a lanyard.
- l. No more than one weapon at a time will be issued from the arms room to any member of a cleaning detail. Cleaning details will be issued weapons from the arms room using FH Form 550.
- m. A DA Form 3749 with the commander's signature will be posted next to the issue window inside the arms room for comparison when issuing weapons. This card will be marked

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“SAMPLE” across the front and back to preclude theft. Sample weapon cards of previous commander(s) will be maintained if the current commander has authorized the use of the DA Form 3749 from previous commander(s) on a Memorandum. This memo will be posted next to the issue window.

7. STORAGE RACKS AND CONTAINERS:

a. All weapons that are stored in the arms room will be locked in standard issue or locally fabricated racks constructed of at least 20-gauge steel. Fabricated racks will be constructed to prevent the removal of a weapon by partial disassembly. **If weapons are secured inside the arms room without certified racks/containers, there must be a guard with communication posted at the arms room door to:**

- (1) Maintain constant, unobstructed observance of the arms room.
- (2) Prevent any unauthorized access to the arms room.
- (3) Make known any unauthorized access to the arms room.

b. Wall lockers are authorized for storage of weapons/NVD's provided that the hinge pins and joint rivet bolts are braided or spot welded and are secured by two heavy duty hasps welded 16" from the top and bottom of the container secured with two series 200/5200 locks. Wall lockers will be spot welded along all seams, front and back, top and bottom every 6 inches.

c. All locally fabricated racks, wall lockers, or other non-standard issue container used to secure weapons, will be certified for use by DEH on a DA Form 4604-R.

d. All arms racks or containers of any type will be locked with Series 200/5200 locks and will have two keys (no brass locks will be used in the arms room).

e. Racks and storage containers will remain locked at all times. Only one rack at a time will be unlocked for issue of weapons. Commanders may authorize a total unlock of racks during a deployment exercises only.

f. Footlocker type containers with hasps installed that will accommodate a 5200 series lock may be used to secure bayonets and other sensitive items.

g. Banded or Sealed Containers: Items stored in banded or sealed containers will be physically opened and the contents inventoried annually during the last quarter of the calendar year. The bands or seals will be removed to complete the inventory. These individual items in the sealed container are exempt from physical inventory, but will be accounted for on daily and weekly inventories IAW FH Reg 190-3, provided that seals and bands are intact. Should evidence of tampering be evident, the containers will be opened and inventoried. Record serial

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numbers and contents on a memo, signed and dated IAW FH Reg 190-3. Post the memo on the exterior of the container and update the memorandum each time the bands or seals are removed.

h. All racks, containers, and wall lockers used to secure AA&E and NVDs that do not weight 500 pounds empty must be chained to gather to meet weight standards or bolted to the floor to prevent remove.

8. KEYS/LOCKS:

a. Key control officer will (note: the KCO cannot be the Arms Room Officer):

(1) Issue all operational and alternate keys and locks (to include high security locks) to the arms room key custodian using DA Form 2062 (WILL HAVE TWO KEYS TO EVERY LOCK). The KCO will not maintain any keys to Arms Key Custodian area (any arms room keys).

(2) Ensure that the JSIIDS key is signed for from the real property key custodian (supply sergeant). If the arms room door has a real property lock on the door in addition to the high security/series 5200 the real property keys for the arms room door will also be signed for from the real property key custodian.

(3) High security locks must be used on the most secure window, and door to the arms room. High security locks have three keys to each lock (two operational keys, and one maintenance key). The PMO, building 23020, will record high security padlocks and issue new keys to replace damaged or broken keys, if the locks can be opened and disassembled.

(4) Ensure that only one key to the operational AA&E key box, and one key to the alternate AA&E key box, is held by the arms room key custodian/armorer for personal retention.

(5) Operational AA&E keys will be broken down into three separate key rings. Key ring one: contains all rack, and storage containers keys. Key ring two: contains all entrance keys. Key ring three: contains the JSIIDS key. The operational keys will be stored in a locked (series 5200/200) ammo can made of at least 20-gauge steel.

(6) Alternate AA&E keys will be broken down into two separate key rings. Key ring one: contains all rack, and storage containers keys. Key ring two: contains all entrance keys. The alternate keys will be stored in a lock (series 5200/200) ammo can made of at least 20-gauge steel.

(7) Ensure that all key rings are 12-gauge steel and spot welded.

(8) Ensure the arms room key custodian/armorer hand receipts the alternate AA&E key box to the Bn/Fires Brigade S2 using DA Form 2062. The operational AA&E key box is signed for by someone on the battery/company safe unaccompanied access roster (cannot be on the



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arms room unaccompanied access roster) using DA Form 2062. The alternate key to the primary, and alternate AA&E key boxes will be placed in separate envelopes, sealed by the armorer with his signature and the date across the flap. The signature and date will be covered with clear tape so evidence of tampering will be visible. If the seal of the envelopes has been broken or tapered with, a 100% serial number inventory of the arms room will be conducted by a SSG or above. The sealed envelopes will be signed for by the battery Key Control Officer on DA form 2062. The Key Control Officer will secure the envelope that contains the alternate key to the alternate AA&E key box in the battery/company safe. The sealed envelope containing the alternate key to the operational AA&E key box must be secured in a safe/container other than the one that contains the operational AA&E key box.

(9) Ensure the Arms Room Key Custodian inventories all arms room keys semi-annually on DA form 5513R, to include the two keys to the alternate and operational key box.

(10) Appoint the arms room key custodian and alternate arms room key custodian (duty appointment orders) using memorandum format (Anyone who is granted unaccompanied access should be listed as an alternate arms room key custodian).

(11) Conduct quarterly inspections of the arms room key custodian to ensure compliance with AR 190-11, AR 190-51, FH Reg 190-3. Record inspection results on memorandum for record and maintain on file for one year.

(12) Maintain a copy of the arms room key custodian's for inventory only DA Form 5513R and ensure it is IAW FH Reg 190-3 showing all keys are being inventoried at least semiannually. Maintain on file for one, year with memorandum for record from the Arms Room Key Custodian, stating any deficiencies noted during inventory.

b. Key Custodian for the Arms Room will:

(1) Sign for all locks and keys for use in the arms room from the Key Control Officer DA Form 2062 by serial number.

(2) Include keys and locks on daily inventories.

(3) Conduct semi-annual inventories (maintain record of semi-annual inventories for one year) of all keys and locks issued to the Arms Room Key Custodian include personal retention, JSIIDS, high security maintenance, and real property keys using DA Form 5513-R. Write "FOR INVENTORY ONLY" across the top of the form, the issue portion of the form must be "X" out, and that the follow information is listed for every key being inventoried:

- (a) Key serial number
- (b) Location of lock
- (c) Total number of keys

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(d) Location of keys

(4) Ensure that issue only/change of custody DA form 5513-R is maintained in the operational arms room key box (records must be maintained for 90 days); DA Form 5513-R correctly identifies all keys by serial number of the key only; the inventory portion of the form is "X" out; and that "FOR ISSUE ONLY" is written across the top of the form.

(5) Sign for key boxes and sealed envelopes on DA Form 5513-R when withdrawing from or returning arms room keys, to the safe/depository. Any safe/container that secures key boxes, or sealed envelopes must have dual access roster system in place. The first access roster is SF 700 if the safe has a combination lock, if not it will be a memorandum for record sign by the battery commander stating who has access to the safe (no one on the unaccompanied access roster for the arms room can have unaccompanied access to the safe/container where AA&E key boxes and envelopes are stored). The second access roster is a memorandum for record signed by the battery commander, it states who can sign for the locked box or sealed envelope store inside the safe/container. All access rosters are posted/secured inside the safe/container.

(6) Ensure that both the entrance and issue window are equipped with a sliding bolt lock or similar device that can only be actuated from inside the facility (NSN 5340-00-664-1372 is recommended).

(7) Brass locks are not authorized for use in arms room.

(8) Ensure every key has a serial number; if not give it one (use engraver).

(9) Ensure that there are no marks on any keys or locks other than the serial number, and manufacturers information.

(10) Padlocks will be locked to the staple or hasp when not in use to preclude theft, loss, or substitution of the lock.

(11) Ensure that keys are not being stored in a safe that contains any classified material.

9. JSIIDS:

a. JSIIDS code sheets will be stored in the operational key depository when not in use. The JSIIDS code sheet is only good for 6 months. To receive updated JSIIDS code sheet take an updated copy of your unaccompanied access roster for the arms room to the alarm monitoring station and they will issue a new code sheet.

b. JSIIDS code sheets will be handled as FOUO (For Official Use Only) and any loss or compromise will be reported to the alarm monitoring station immediately.

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c. JSIIDS system will be placed in the secure mode any time the arms room is unoccupied.

d. In the event of a power failure, the JSIIDS will maintain power for 12 hours. Additionally, if power is not restored after four hours, the CQ will post his runner or other unit designated armed **guard with communications** at the door of the arms room. In case of alarm malfunction, the arms room will be placed under constant surveillance by an **armed guard with communication**. The **armed guard will remain there until properly relieved, power is restored, or the alarms is repaired to:**

(1) Maintain constant, unobstructed observance of the arms room.

(2) Prevent any unauthorized access to the arms room.

(3) Make known any unauthorized access to the arms room.

e. All required maintenance if the IDS will be performed by contractor personnel in conjunction with Facility Engineers. Their maintenance personnel will establish the initial sensitivity settings of the sensors. Units identifying a low or too high sensitivity setting through daily and monthly testing will notify the Facility Engineers.

f. All IDS systems have self contained, fail-safe, and tamper proof provisions.

g. Unit IDS systems will be inspected weekly by the unit armorer.

h. IDS components WILL NOT BE PAINTED.

i. The unit's IDA number will be displayed over the arms room door and the outer most door in which access is gained to its arms room to aid MP's and emergency personnel in the event of alarm functioning. Standard for this marking is: (2 inch black stenciling centered 4 inches over the doors.

10. Loss/Theft: When a weapon, NVD, or other sensitive item is discovered missing the following action will be taken:

a. Immediately cease operations and secure the area and conduct a preliminary search.

b. Notify the chain of command, the S2/Security Manager, and the Military Police.

c. Lock down the unit (allow no one to leave) and conduct 100% serial number inventory of weapons and sensitive items.

d. Conduct a search of the area for the missing item(s).

e. Assist investigators as necessary.

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11. PRIVATELY OWNED WEAPONS (POWs):

- a. All POW's will be registered at the PMO within 72 hours of being stored in the arms room.
- b. The armorer will sign for POW's using DA Form 2062 from the owner listing the weapon make, model, serial number, and any ammunition.
- c. A memorandum for record must be signed by the commander authorizing the storage of all POW's. The memorandum must provide the owner, make, model, serial number and any ammunition of the POW and a DA Form 3749 will be issued to the owner.
- d. Prior to issue, the service member must request and receive written permission from the commander (this is not waivable to anyone else) to have their weapons issued. (A sample form is provided on page B-1-1.)
- e. Weapons will be issued in the same manner as military weapons, (e.g. M16), using FH Form 550 and DA Form 3749. The DA Form 550 will be annotated "POW" and kept on file for a period of 3 years. It is suggested that all documents used for the control and accountability of POW's be retained, as a minimum, for the duration of the service member assignment to the unit if, not otherwise specified.
- f. The owner must have a copy of his POW registration and request for issue signed by the commander at all times when the weapon is issued.
- g. POW stored in the arms room must meet the same physical security standards as military AA&E but cannot be stored in the same container/rack as military AA&E.

12. DEPLOYMENT FROM HOME STATION:

- a. Prior to deployment, a 100% serial number inventory will be conducted.
- b. After the unit is uploaded, the commander of the deploying unit and the Rear Detachment Commander (RDC) will conduct a 100% joint serial number inventory (FH form 550-3E) and a test of the arms room JSIIDS. A copy of this inventory will be stored by the RDC. The RDC will sign for the arms room using a DA Form 2062. If the RDC is an enlisted soldier, a current local records check must be completed prior to signing for the arms room.
- c. The deploying battalion may consolidate the arms room to one location, provided that the Rear Detachment Commander does a joint inventory with each unit separately. Every effort will be made to segregate and secure items by unit.

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d. All items, other than AA&E must be authorized by the Rear Detachment Commander, as outlined in AR 190-11, with the parent unit noted.

e. If, after consolidation, empty arms rooms are to be used for storage of high value items, the following procedures must be taken:

(1) An exception to policy for the storage of high value items in the arms room must be forwarded through Fires Brigade S-2 and 4th ID PMO to III Corps Physical Security Office.

(2) The Rear Detachment Commander must be given a copy of the inventory of items stored in the arms room.

(3) The JSIIDS must be left in the ACCESS mode.

(4) The arms room is locked with a high security lock and a numbered railroad type seal.

f. Secure the arms room and place a serial numbered seal through the exterior lock hasp. Record the serial number on the joint inventory (b) above.

g. During the unit's deployment, rear detachment personnel will conduct and record, at a minimum, daily checks of the arms room on SF Form 702 not to exceed 8 hours.

h. Upon the deploying unit's return, a joint serial number inventory will be conducted IAW 3b above prior to the change of custody.

i. If the JSIIDS malfunctions, the rear detachment commander must post an **armed guard with communication** at the arms room door until the JSIIDS is reset. If this is not possible, all weapons and ammunition stored therein must be relocated to an alternate, secure location, or a full time **armed guard** rotation must be posted. The Fires Brigade S-2 must be notified any time this situation occurs.

j. **If weapons are secured inside the arms room without certified racks/containers there must be a guard with communication posted at the arms room door too.**

(1) Maintain constant, unobstructed observance of the arms room.

(2) Prevent any unauthorized access to the arms room.

(3) Make known any unauthorized access to the arms room.

k. In the event of long-term deployment, encourage soldiers to sell or send their POW to a friend or relative. Have them talk to JAG to ensure everything is legal.

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13. BULLETIN BOARDS:

a. There will also be a bulletin board inside the arms room, screened from public view, for posting access rosters, construction statements, master authorization list, and other pertinent information.

b. There will be a bulletin board as close to the issue window as possible, but outside the arms room. On it, will be posted at a minimum, a copy of FH Form 1662 (Individual Responsibility Statement) and a copy of FH Reg 190-11 (Texas Weapons Restrictions).

14. SIGNS:

a. The arms room will have the appropriate Fire Division Symbol available for posting at the entrance when ammunition/explosive devices are inside the arms room. This sign must be removable and posted ONLY when ammunition or explosives devices are in the arms room.

b. A sign informing personnel that the arms room is protected by an IDS will be posted near the arms room entrance.

c. The arms room will be designated as a Restricted Area and a "Restricted Area" sign will be posted where it can be seen from all approaches to the arms room.

15. PROTECTIVE LIGHTING SYSTEM:

a. Interior and exterior lighting will be provided for all arms storage buildings, buildings in which arms rooms are located. The lighting will be sufficient to allow guards (or individuals responsible for maintaining surveillance) to see illegal acts such as forced entry, or the unauthorized removal of arms during hours of reduced visibility.

b. Areas appropriate for lighting include entrances to buildings, corridors, and arms rooms. When an arms room is located inside a building, lighting will also be provided over the entrance door of the arms room.

c. Switches for exterior lights will be installed so that they are not accessible to unauthorized individuals (only personnel on the arms room unaccompanied access roster).

d. Exterior lights will be covered with wire mesh screen, or equipped with vandal resistant lenses, that will prevent the lights from being broken by thrown objects.

e. Inspections. Protective lighting fixtures will be visually inspected by the SDO/SDNCO and unit CQ's. Any defective lighting will be entered in the SDO/CQ log.

16. SECURITY CHECKS:

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a. A SF 701 (Activity Security Checklist) will be posted inside the arms room, adjacent to the exit door. Proper entries will be made on this form at the closing of the arms room for the day. This form will be maintained 30 days from the last entry and then destroyed.

b. A SF 702 (Security Container Check Sheet) will be posted at the entrance door of the arms room.

(1) If the arms room is protected by a functioning JSIIDS, the CQ and Staff Duty personnel will make security checks of the arms room and annotate it on the SF 702. These checks will be conducted once before and once after midnight on weekdays, and once in the morning, afternoon, before and after midnight on weekends/holidays. These checks may be supplemented during periods of heightened security. Under no circumstances will 8 hours pass between two consecutive lock checks.

(2) If the JSIIDS is not functioning, Staff Duty personnel will make checks as mentioned above, but CQ's will post a guard and insure that the arms room is kept under constant surveillance.

(3) SF 702 will be maintained 90 days from the last entry and then may be destroyed.

#### 17. PROTECTIVE SEALS:

a. Unit commanders will appoint a Unit Seal Custodian in writing.

b. Seal Custodians will:

(1) Prepare a seal logbook (preferably in hard cover) which will reflect:

(a) All seal numbers in the unit, used and unused.

(b) Date and Time applied.

(c) Identification of items to which applied.

(d) Location of item.

(e) Date removed and by whom.

(2) Conduct recorded monthly inventories of all seals.

(3) Maintain unused seals in a secure location with controlled access.

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18. CONSOLIDATED ARMS ROOM: If the arms room is used to secure more than one unit's AA&E, a formal written agreement will be prepared and signed by all commanders concerned. This agreement will be coordinated through III Corps Physical Security Branch through the BN S-2, and Fires Brigade S-2.

a. SF 702. In a joint arms room, the SF 702 will be maintained by the landlord unit. Lock checks will be the responsibility of the landlord unit. This does not restrict lock checks from being conducted by the tenant unit.

b. Access Roster. There will be only one unaccompanied access roster for a joint arms room. All personnel will be listed with both commanders signing the roster. The landlord commander will have the final signature.

c. Door/JSIIDS Keys. Control of the door/JSIIDS keys will be by the landlord unit. The unaccompanied access roster will be used for authority to sign out keys from the depository. The door/JSIIDS key will be stored in a separate key box from the landlord arms room rack keys. The lock used for the door/JSIIDS key box must have three keys distributed as follows:

- (1) Personal Retain Key for the landlord armorer.
- (2) Personal Retain Key for the tenant armorer.
- (3) The alternate key will be hand receipted to the S-2.

NOTE: If a unit is storing items in an arms room other than their own, and it is determined that there is no need for joint access, these procedures are not required.

(4) The lock on the door/JSIIDS key box will be signed for by the landlord armorer on the DA Form 2062 for the arms room keys. The DA Form 5513-R must reflect that the lock has three keys and list their locations. The door keys and JSIIDS key will also be signed for by the landlord armorer. The alternate set of door keys will be stored in the landlord's alternate key box, located at the next higher command S-2. The alternate key (3d key) will be placed in a sealed envelope, signed and dated over the seal flap. This envelope will be stored at the S-2. In the event that the alternate set of keys belonging to either the landlord or tenant are being stored at the S-2, the envelope will be stored at Fires Brigade S-2. This procedure is designed to ensure that no one person gains straight access to an arms room.

d. Opening/Closing Inventories: The DA Form 2062 used to perform the opening and closing inventories will be compiled to allow either organization to conduct inventories. This will be accomplished by preparing the DA Form 2062's in three parts.

Part 1. Will be the items in the arms room that either unit can see to do a physical inventory. In addition to the normal information required on the DA Form 2062, the unit will be



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added in the description column in such a manner as to ensure that the item's unit can be identified, i.e. Rifle M16A2 (B Btry).

Part 2. Will be those items that only the landlord armorer/NCO can do a physical count inventory.

Part 3. Will be those times that only the tenant armorer/NCO can do a physical count inventory.

(1) Each part as described above will be on a separate DA Form 2062. The door/JSIIDS keys will be listed in Part 1.

(2) Opening inventories will be conducted any time the arms room is opened for the first time or when either armorer initially conducts business in the arms room.

(3) Closing inventories will be conducted by each armorer who enters the arms room.

e. Weekly Serial Number Inventories. Will be conducted by each unit for the items that the unit armorer has signed for on either a DA Form 2062(s) or a computer generated hand receipts.

f. The SF 701 will be posted by the door listing all property reflective of the SF 701. It is the responsibility of the armorer who closes for the day to use SF Form 701.

g. Issue procedures may be modified to allow use of the main door only if use of the issue window is impractical for the unit using the main door. This modification will not justify for convenience. Utilization of a desk or some sort of restrictive device must be used to restrict entry into the arms room while the main door is being used for issue.

h. All, forms and documents jointly used (i.e. SOP, Access Rosters) are the responsibility of the landlord unit. The tenant unit will maintain file copies of all joint usage forms and documents excluding the SF 701/702.

i. Local Records Checks. Each unit is responsible for conducting local records checks on their personnel. Submit requests through the servicing S-2 section.

j. The SOP used in the arms room must be addressed to both units, and acknowledged by both commanders. The landlord signature will be the final signature.

k. Storage of ammunition in a consolidated arms room must meet the procedures outlined in all applicable regulations and in addition be authorized by the landlord commander. See para 18 this SOP for further guidance.

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l. Storage of POWs in a consolidated arms room must be authorized by the commander of the soldier who owns the POW. However, the landlord commander must acknowledge the memorandum also.

m. In joint arms rooms, weapons and sensitive items, to include NVD's, will be secured in such a manner that ensures the other unit does not have access to these items.

n. Inspections by a higher headquarters element of a joint arms room will require both units to be present. Findings will be addressed to both commanders, in separate reports, with the results reflective of each unit's responsibilities.

## 19. STORAGE OF AMMUNITION:

a. Ammunition may be stored in the arms room without a waiver under the following conditions:

(1) The ammunition is for immediate training needs, such as rifle qualification.

(2) The total amount does not exceed 5,000 rounds or 5 crates.

(3) When issued, ammunition will be logged out on a FH Form 550 and signed for on a DA Form 2062.

(4) The unit commander has signed a memorandum authorizing the storage of ammunition in his arms room listing type and quantity.

(5) The armorer signs for the ammunition on DA form 2062.

(6) The armorer has added the ammunition to the required documents used for inventory and control purposes (i.e. opening, closing, weekly, and monthly inventories). Ammunition that is in the manufacture's sealed create can be inventoried by the amount written on the side of the crate, if the sealed create has been opened than the ammunition must be individually counted.

(7) Ammunition storage is limited to the following:

5.56mm	7.62mm	9mm	.45cal	.38cal	.50cal	75mm
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(8) Ammunition used for POWs may be stored in the arms room in compliance with a (3), a (4), a (5), a (6) above. Additionally, POW ammo cannot be stored in the same certified storage container that contains military AA&E.

(9) Ammunition cannot be stored in the arms room for more than 30 days.

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(10) No ammunition residue can be stored in the arms room.

(11) Blank ammunition will be treated as live ammunition and must adhere to the same guidelines as live ammunition.

(12) Ammunition warning signs must be posted on the arms room door and at the entrance to the building containing the arms room.

d. Complete guidance for handling ammunition may be found in FH Pam 700-15.

## 20. CHANGE OF CUSTODY:

a. Change of custody is a short-term solution to transfer operation of the arms room between arms room personnel. It is intended to relieve the primary armorer of his duties for a short duration. Examples include: pass, sick call, or any other function that will cause the armorer to be unavailable to carry out his or her duties. (See B-1-2 for checklist).

b. To accomplish a change of custody, the following events must occur:

(1) The operational keys are transferred to the temporary armorer using the KEY ISSUE AND TURN IN portion located on the front of the DA Form 5513-R. This will not include both personally retained keys (personnel retention keys will be signed for on DA form 2062).

(2) A count of the arms room is conducted using a DA Form 2062 in the same manner as an opening inventory. This DA Form 2062 will have "CHANGE OF CUSTODY" printed on the top of the form. The temporary armorer will sign the form.

(3) To return custody to the armorer, the armorer will inventory the arms room as in para (2) above on the same DA Form 2062, and then re-sign for the arms room.

(4) The armorer will then inventory the keys and sign the DA Form 5513-R in the last two columns completing the issue/turn-in entry.

(5) The DA Form 2062 used for the transfer of custody may be destroyed after the next serial number inventory of the arms room.

## 21. ARMS ROOM OPERATIONS AT NTC:

a. Security of AA&E during NTC rotations or other deployments away from Fort Hood will comply with guidelines set forth in this SOP and Fort Hood Reg 190-3.

b. Units at NTC will be challenged to provide adequate physical security for AA&E. Battalion arms rooms may be utilized during such deployments. Prior to deployment the

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Battalion S-2 will provide a detailed plan of the physical security measures intended for use during their rotation to Fires Brigade S-2 for review.

c. Support units accompanying a battalion to NTC will conform to the guidelines in para. a. above and the unit they are supporting.

## 22. SMALL ARMS REPAIR PARTS (SARP)

a. Small Arms Repair Parts management has become a critical concern for the U.S. Army. The following components of the M16A1/A2 **will not** be repaired, requested, or stocked in the arms room.

- (1) Bolt Carrier
- (2) Hammer
- (3) Trigger
- (4) Sear
- (5) Selector
- (6) Disconnecter

b. Small arms repair parts will be those items identified as the unit's PLL for its weapons. Bench stock is authorized to be stored in the arms room for those items that are routinely "lost," damaged or replaced during weapons maintenance. These items are:

- (1) Firing pin retaining pin (M16A2)
- (2) Pin, ejector (M16A2)
- (3) Ejector (M16A2)

c. Additional items for bench stock must be coordinated through Fires Brigade S-4 by submitting a MFR identifying additional items and justification. Units will maintain a copy of this approval in the arms room.

d. Arms room PLL will be maintained by the PLL clerk and stored with the unit's PLL. Bench stock repair parts will be requisitioned for the armorer by the PLL clerk. The armorer will not order any repair parts.

e. All repair parts used for weapons will be logged by the unit armorer.

f. The arms room officer will inspect the arms room PLL quarterly, and retain a written report of his findings for one year. This report will be maintained in the arms room.

g. At no time will a component of a weapon be discarded without being demilitarized. The arms room officer will ensure that all parts removed from weapons are demilitarized to an extent

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CHANGE: N/A

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that makes the part of no use to civilians or any individual who may find the part. The arms room officer will than write a Memorandum For Record for documenting this action.

- h. The armorer may be a supply clerk provided that paragraph d. above is not violated.